# Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.	eport			
Local Government Type City Township Village Ot	Local Government Name		County	
Audit Date Opinion Date	Date Accountant	Report Submitted to State:		
We have audited the financial statements of accordance with the Statements of the Grandial Statements for Counties and Local	overnmental Accounting Standar	ds Board (GASB) and the	Uniform Reporting Format fo	
We affirm that:				
We have complied with the Bulletin for to	ne Audits of Local Units of Govern	ment in Michigan as revised		
We are certified public accountants regis	stered to practice in Michigan.			
We further affirm the following. "Yes" respon comments and recommendations	ses have been disclosed in the fir	nancial statements, including	the notes, or in the report of	
You must check the applicable box for each i	tem below.			
Yes No 1. Certain component	units/funds/agencies of the local ι	unit are excluded from the fin	ancial statements.	
Yes No 2. There are accumula 275 of 1980).	ated deficits in one or more of th	is unit's unreserved fund ba	alances/retained earnings (P.A.	
Yes No 3. There are instance amended).	s of non-compliance with the Ur	niform Accounting and Budo	geting Act (P.A. 2 of 1968, as	
<u> </u>	violated the conditions of either order issued under the Emergence		Municipal Finance Act or its	
<u> </u>	s deposits/investments which do 29.91], or P.A. 55 of 1982, as am		equirements. (P.A. 20 of 1943,	
Yes No 6. The local unit has b	een delinquent in distributing tax r	evenues that were collected	for another taxing unit.	
Yes No 7. pension benefits (n	violated the Constitutional requirormal costs) in the current year. In the normal cost requirement, no	If the plan is more than 100	0% funded and the overfunding	
Yes No 8. The local unit uses (MCL 129.241).	credit cards and has not adopt	red an applicable policy as	required by P.A. 266 of 1995	
Yes No 9. The local unit has n	ot adopted an investment policy a	s required by P.A. 196 of 199	97 (MCL 129.95).	
We have enclosed the following:		Enclosed	To Be Not Forwarded Required	
The letter of comments and recommendation	ns.			
Reports on individual federal financial assist	ance programs (program audits).			
Single Audit Reports (ASLGU).				
Certified Public Accountant (Firm Name)				
Street Address	City	St	ate ZIP Code	
Accountant Signature Signature Signature	P. c .	Da	ate	

# Township of Sparta Kent County, Michigan FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

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#### INDEPENDENT AUDITORS' REPORT

Sparta Township Board Township of Sparta, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of the Township of Sparta, Michigan, as of March 31, 2006, and for the year then ended, which collectively comprise the Township's basic financial statements, as listed in the contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Sparta, Michigan, as of March 31, 2006, and the respective changes in financial position for the year then ended in conformity with U.S. generally accepted accounting principles.

The budgetary comparison information, on pages 15 through 17, is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The Township of Sparta, Michigan has not presented the management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of the financial statements.

Lighied Crossel P.C.

#### **BASIC FINANCIAL STATEMENTS**

# Township of Sparta STATEMENT OF NET ASSETS

March 31, 2006

	Governmental activities
ASSETS	
Current assets:  Cash	\$ 806,992
Investments	192,320
Receivables	75,658
Total current assets	1,074,970
Noncurrent assets:	
Capital assets, net of accumulated depreciation	471,575
Total assets	1,546,545
LIABILITIES	
Current liabilities:	
Payables	13,631
Customer deposits	17,820
Total current liabilities	31,451
NET ASSETS	
Invested in capital assets	471,575
Unrestricted	1,043,519
Total net assets	\$ 1,515,094

## Township of Sparta STATEMENT OF ACTIVITIES

		Program	n revenues	Net (expenses) revenues and changes in net assets
Functions/Programs	Expenses	Charges for services	Operating grants and contributions	Governmental activities
Governmental activities:  Legislative General government Public safety Public works Culture and recreation Community and economic development	\$ 7,991 351,356 281,566 18,626 180,823 9,134	\$ - 41,276 51,797 - 23,927	\$ - - - 8,374 14,079	\$ (7,991) (310,080) (229,769) (10,252) (142,817) (9,134)
Total governmental activities	\$ 849,496	<u>\$ 117,000</u>	\$ 22,453	(710,043)
	General reven Property ta State share Franchise t Interest inc	xes ed revenue fees		373,760 326,645 24,441 23,284 8,331
	Tot	al general reve	nues	756,461
	Change in net	assets		46,418
	Net assets - b	eginning		1,468,676
	Net assets - e	nding		\$ 1,515,094

# Township of Sparta BALANCE SHEET - governmental funds

March 31, 2006

	General	Fi	re	L	ibrary _	gov	Total vernmental funds
ASSETS Cash Investments Receivables	\$ 782,915 192,320 75,658	\$	- - -	\$	24,077 - -	\$	806,992 192,320 75,658
Total assets	<u>\$ 1,050,893</u>	<u>\$</u>		\$	24,077	\$	1,074,970
LIABILITIES AND FUND BALANCES Liabilities:	<b>;</b>						
Payables Customer deposits	\$ 12,354 17,820	\$	<u>-</u>	\$ 	1,277	\$ 	13,631 17,820
Total liabilities	30,174				1,277		31,451
Fund balances: Unreserved: Designated	129,448		_		_		129,448
Undesignated	891,271				22,800		914,071
Total fund balances	1,020,719				22,800		1,043,519
Total liabilities and fund balances	\$ 1,050,893	\$		\$	24,077	<u>\$</u>	1,074,970
Fund balances - all governmental fund	ds					\$	1,043,519
Amounts reported for <i>governmental a</i> assets are different because:	ctivities in the s	tatemer	nt of ne	ţ			
Capital assets used in <i>governmental</i> a resources and, therefore, are not repo			al				471,575
Net assets of governmental activities	(page 4)					\$	1,515,094

# Township of Sparta STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds

	General	<u>Fire</u>	Library	Total governmental funds
REVENUES				
Property taxes	\$ 320,613	\$ 53,147	\$ -	\$ 373,760
Licenses and permits	76,238	-	-	76,238
State grants	335,019	-	7,104	342,123
Charges for services	35,523	-	<b>-</b>	35,523
Interest and rentals	23,271	-	13	23,284
Fines and forfeitures	-	-	17,898	17,898
Other	14,302	<del></del>	12,786	27,088
Total revenues	804,966	53,147	37,801	895,914
EXPENDITURES				
Legislative	7,991	-	-	7,991
General government	341,395	-	-	341,395
Public safety	228,419	53,147	-	281,566
Public works	18,626	-	-	18,626
Community and economic development	9,134	-	-	9,134
Culture and recreation	7,594	-	159,154	166,748
Capital outlay	2,943		1,059	4,002
Total expenditures	616,102	53,147	160,213	829,462
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	188,864	<u> </u>	(122,412)	66,452
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	121,500	121,500
Transfers out	(121,500)		<del></del>	(121,500)
Total other sources (uses)	(121,500)		121,500	
NET CHANGES IN FUND BALANCES	67,364	-	(912)	66,452
FUND BALANCES - BEGINNING	953,355		23,712	977,067
FUND BALANCES - ENDING	\$1,020,719	<u>\$</u>	\$ 22,800	\$ 1,043,519

# Township of Sparta STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - governmental funds (Continued)

	Total governmen <u>f</u> unds		
Net change in fund balances - total governmental funds (page 7)	\$	66,452	
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:			
Capital assets: Assets acquired Provision for depreciation		2,643 (22,677)	
Change in net assets of governmental activities (page 5)	<u>\$</u>	46,418	

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The accounting policies of the Township of Sparta, Michigan (the Township), conform to U.S. generally accepted accounting principles (hereinafter referred to as generally accepted accounting principles) as applicable to governments. The following is a summary of the more significant policies.

#### a) Reporting entity:

The accompanying financial statements present only the Township. There are no component units, entities for which the Township is considered to be financially accountable.

#### b) Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Township. The effect of inter-fund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

#### c) Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources, measurement focus, and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources, measurement focus, and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the government.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

c) Measurement focus, basis of accounting, and financial statement presentation (continued): The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Fire Fund accounts for financial resources derived from property taxes, which finance a portion of the Township's fire protection costs.

The Library Fund accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for operation of the Sparta Library.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in the government-wide financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board (GASB). The Township has elected not to follow subsequent private-sector standards.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

- d) Assets, liabilities, and net assets or equity:
  - i) Bank deposits Cash is considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.
  - *ii)* Receivables In general, outstanding balances between funds are reported as "due to/from other funds." No allowance for uncollectible accounts has been recorded as the Township considers all receivables to be fully collectible.
  - iii) Prepaid items Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in the government-wide financial statements.
  - iv) Capital assets Capital assets, which include property, equipment, and infrastructure assets (e.g., roads and similar items), are reported in the government-wide financial statements. Capital assets are defined by the Township as assets, other than infrastructure, with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning April 1, 2005.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

- d) Assets, liabilities, and net assets or equity (continued):
  - iv) Capital assets (continued)

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements 50 years Equipment 5 - 20 years

- v) Fund equity In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.
- vi) Property tax revenue recognition Property taxes are levied as of December 1 on property values assessed as of December 31 of the prior year. The billings are due on or before February 14, after which time the bill becomes delinquent and penalties and interest may be assessed by the Township. Property tax revenue is recognized in the year for which taxes have been levied and become available. The Township levy date is December 1, and, accordingly, the total levy is recognized as revenue in the current year.

#### NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. All annual appropriations lapse at the end of the fiscal year.

Excess of expenditures over appropriations - The Township had the following significant budget variance:

Fund	Function	Budget	_Actual_	Vá	ariance
Library	Culture and recreation	<b>\$</b> 157,570	\$ 159,154	\$	1,584

### Township of Sparta NOTES TO FINANCIAL STATEMENTS (Continued)

#### NOTE 3 - CASH AND INVESTMENTS:

At March 31, 2006, cash and investments consist of the following:

Deposits with financial institutions 806,992 Investments 192,320

Total \$ 999,312

#### Deposits with financial institutions:

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) and the Township's investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Township's deposits are in accordance with statutory authority.

Custodial credit risk of deposits is the risk that, in the event of the failure of a depository financial institution, the Township will not be able to recover its deposits. Deposits are exposed to custodial credit risk if they are not covered by depository insurance and are uncollateralized. As of March 31, 2006, \$677,859 of the Township's bank balances of \$830,750 was exposed to custodial credit risk because it was uninsured.

The Township believes that it is impractical to insure all bank deposits due to the amounts of the deposits and the limits of FDIC insurance. As a result, the Township evaluates each financial institution with which it deposits funds and assesses the risk level of each institution. Only the institutions with an acceptable estimated risk level are used as depositories.

#### Investments:

State statutes and the Township's investment policy authorize the Township to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper rated within the two highest rate classifications, which mature not more than 270 days after the date of purchase; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; and e) mutual funds composed of otherwise legal investments.

The Township's investments consist of holdings in the Kent County Investment Pool, which are nonrisk categorized, qualifying investments, and are carried at cost, which approximates fair market value.

#### **NOTE 4 - RECEIVABLES:**

At March 31, 2006, receivables of the Township's funds are as follows:

Fund	Property taxes	gov	Inter- ernmental	_	Total
General	\$ 21,313	\$	54,345	\$	75,658

All receivables are considered to be fully collectable.

#### **NOTE 5 - CAPITAL ASSETS:**

Capital asset activity for the year ended March 31, 2006, was as follows:

	Beginning balance	Increases	Decreases	Ending balance
Capital assets being depreciated:	•			
Buildings and improvements	\$ 593,971	\$ 2,643	\$ -	\$ 596,614
Equipment and library books	_375,328			<u>375,328</u>
Subtotal	969,299	2,643	_	971,94 <u>2</u>
Less accumulated depreciation for:				
Buildings and improvements	270,142	12,216	-	282,358
Equipment and library books	207,548	10,461	<u>-</u>	218,009
• •				
Subtotal	477,690	22,677	-	500,367
	i		-	
Total capital assets being				
depreciated, net	\$ 491,609	\$ (20,034)	\$ -	\$ 471,575
25p100/2104, 1101	+ 12 1,000	+ 1=2122.	·	·

Depreciation expense was charged to functions of the Township as follows:

General government \$ 9,961 Culture and recreation \$ 12,716 \$ 22,677

#### **NOTE 6 - PAYABLES:**

At March 31, 2006, payables of the Township's funds are as follows:

_Fund	_A	ccounts_	-	Inter- ernmental	_	Total
General Library	\$	8,883 1,277	\$	3,471 	\$ —	12,354 1,277
Total	\$	10,160	\$	3,471	<u>\$</u>	13,631

#### NOTE 7 - RISK MANAGEMENT:

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for each of these claims and is neither self-insured, nor participates in a shared-risk pool. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

#### NOTE 8 - CONSTRUCTION CODE ACT:

A summary of construction code enforcement transactions for the year ended March 31, 2006, is as follows:

Revenues	\$ 47,584
Expenses	<u>(53,950</u> )

Deficiency of revenues over expenses \$ (6,366)

#### REQUIRED SUPPLEMENTARY INFORMATION

### Township of Sparta BUDGETARY COMPARISON SCHEDULE - General Fund

	Original budget	Amended budget	Actual	Variance favorable (unfavorable)	
REVENUES					
Property taxes	\$ 300,500	\$ 300,500	\$ 320,613	\$ 20,113	
Licenses and permits	81,000	81,000	76,238	(4,762)	
State grants	326,000	326,000	335,019	9,019	
Charges for services	31,550	31,550	35,523	3,973	
Interest and rentals	20,200	20,200	23,271	3,071	
Other	850	<u>850</u>	14,302	13,452	
Total revenues	760,100	760,100	804,966	44,866	
EXPENDITURES					
Legislative	7,550	7,550	7,99 <u>1</u>	(441)	
General government:					
Supervisor	22,696	22,696	22,535	161	
Election	5,000	5,000	3,442	1,558	
Assessor	38,100	45,600	46,537	(937)	
Clerk	46,000	46,000	45,953	47	
Board of review	1,450	1,450	1,507	(57)	
Treasurer	38,600	38,600	38,846	(246)	
Hall and grounds	34,850	34,850	43,207	(8,357)	
Cemetery	52,375	52,375	50,446	1,929	
Historical commission	6,000	8,000	8,771	(771)	
Professional services	44,000	44,000	37,673	6,327	
Other	48,000	48,000	42,478	5,522	
Total general government	337,071	346,571	341,395	5,176	
Public safety:					
Building inspections	43,485	43,485	44,078	(593)	
Fire protection	187,200	187,200	184,341	2,859	
Total public safety	230,685	230,685	228,419	2,266	

# Township of Sparta BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

EVDENDITUDEO (O antique d)	Original budget	Amended budget	Actual	Variance favorable (unfavorable)	
EXPENDITURES (Continued) Public works:					
Road maintenance Street lighting Drains	\$ 14,600 1,200 4,000	\$ 14,600 1,200 4,000	\$ 15,892 1,610 1,124	\$ (1,292) (410) 2,876	
Total public works	19,800	19,800	18,626	1,174	
Community and economic development - planning and zoning	12,600	12,600	9,134	3,466	
Culture and recreation	10,000	10,000	7,594	2,406	
Capital outlay	6,500	6,500	2,943	3,557	
Total expenditures	624,206	633,706	616,102	17,604	
EXCESS OF REVENUES OVER EXPENDITURES	135,894	126,394	188,864	62,470	
OTHER FINANCING USES Transfer out - Library Fund	(121,500)	(121,500)	(121,500)		
NET CHANGES IN FUND BALANCES	14,394	4,894	67,364	62,470	
FUND BALANCES - BEGINNING	953,355	953,355	953,355		
FUND BALANCES - ENDING	\$ 967,749	\$ 958,249	\$1,020,719	\$ 62,470	

# Township of Sparta BUDGETARY COMPARISON SCHEDULE - Library Fund

	Original budget		Amended budget		Actual		Variance favorable (unfavorable)	
REVENUES								
State grants	\$	7,700	\$	7,700	\$	7,104	\$	(596)
Interest		-		-		13		13
Fines and forfeitures		19,000		19,000		17,898		(1,102)
Other	_	10,370		10,370		12,786		2,416
Total revenues	37,070		37,070		37,801			731
EXPENDITURES								
Culture and recreation		157,570		157,570		159,154		(1,584)
Capital outlay		1,000		1,000		1,059		(59)
Suprial Sullay		.,,,,,,,		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
Total expenditures		<u> 158,570</u>		158,570	_	160,213		(1,643)
DEFICIENCY OF REVENUES OVER EXPENDITURES	(	121,500)	(	121,500)		(122,412)		912
OTHER FINANCING SOURCES Transfer in - General Fund		121,500	_	121,500	_	121,500		
NET CHANGES IN FUND BALANCES		-		-		(912)		(912)
FUND BALANCES - BEGINNING		23,712		23,712		23,712	_	
FUND BALANCES - ENDING	<u>\$</u>	23,712	<u>\$</u>	23,712	<u>\$</u>	22,800	<u>\$</u>	(912)